

Proposal Form 1
PROPOSAL TRANSMITTAL LETTER
(PROPOSER TO RETYPE ON COMPANY LETTERHEAD)

[Date]

Irene Kha
Management Analyst
City of Lake Forest
25550 Commercentre Drive
Lake Forest, California 92630

Dear Ms. Kha:

In response to the Request for Proposals For the Collection, Transportation Processing and Diversion of Recyclable Materials and Other Materials and For the Collection, Transportation and Disposal of Municipal Solid Waste dated July 22, 2013 *[Insert name of Proposer]* hereby proposes to provide said services in accordance with this Proposal, which includes the Proposal Forms and accompanying materials submitted with this Proposal, and the materials submitted in response to the City's RFP.

The Proposer has thoroughly read and is familiar with the RFP, including all Appendices and any addenda thereto. The Proposer has conducted its own investigation and any research it deemed necessary to obtain additional data and/or verify the information contained in the RFP in order to submit this proposal. The Proposer understands that the City of Lake Forest may reject any and all Proposals, negotiate prices and terms with one or more proposers, and may take other action as described in the RFP.

The Proposer assures the City of Lake Forest that the information contained in this Proposal, including the Proposal Forms, accompanying materials submitted with it, and all of the information contained in response to the City's RFP is correct in all material respects.

The person signing this Proposal on behalf of the Proposer is authorized to do so according to Section 1.2.3 of the RFP.

Sincerely,

[Name of Proposer]

By: _____

Name:

Title:

Proposal Form 2
PROPOSER INFORMATION

The following person(s) should be contacted concerning questions about the submitted proposal:

Company Name: _____
Contact Person: _____
Address: _____
Telephone: _____
Fax: _____
E-Mail: _____
Cell Phone: _____

Type of entity (corporation, partnership, sole proprietorship, joint venture, etc.):

Date of incorporation or formation:

Historical synopsis (including organization and ownership structure):

Names of Company Officers:

- Chief Executive Officer: _____
- Chief Financial Officer: _____
- Chief Operating Officer: _____

Names of principal owners, general partners, or shareholders, if different from Officers:

Number of years operating experience in collection operations:

Proposal Form 3 IMPLEMENTATION PLAN

Provide a narrative description of all activities to be completed in order to commence collection, transportation, processing and disposal operations on May 1, 2014. Include all areas of service including ordering, painting and licensing of new collection vehicles, arrangement for fueling of alternative fuel vehicles, routing the City, preparation for customer billing, deployment of any new carts, bins, roll off boxes and compactors; preparation of public education materials required in contract, status meetings with the City, and all other steps that will be taken to prepare for roll out in Lake Forest.

Include a chart showing each week of the implementation period, beginning with July 2013 and going through April 30, 2014, of all activities that will occur prior to the start of collection operations on May 1, 2014, and key activities that will occur in the first 60 days of operations (troubleshooting, switch out of carts if customers change cart size, responding to questions from customers, etc.).

The proposed implementation plan will become an attachment to the final contract.

Proposal Form 4
DESCRIPTION OF MATERIALS RECOVERY PROCESSING FACILITY (IES) – CLEAN MRF
(INCLUDING LETTER DEMONSTRATING CAPACITY AND ABILITY TO RECEIVE MATERIAL)

Provide the name and address of the Materials Recovery Facility (ies) that are proposed to be used to process Single Material Separated Recyclable Materials and Single Stream Recyclable Materials MRFs from the City of Lake Forest. (Refer to the definitions of these capitalized terms in Attachment A of the contract. Refer to the program descriptions in the Scope of Work in Attachment B of the contract).

Provide the name and contact information for the Manager of the MRF(s) that are proposed. Describe the type of processing equipment that is used at the MRF, the type and number of sort lines that are available, and the processing capacity (in tons per hour, tons per working day and tons per year) that has been reserved for the City of Lake Forest.

If the proposed MRF(s) is owned by the Proposer, describe the total permitted tons per day and per year allowed by the facility's permits and the total amount of capacity already committed to other users (provide list of existing users and daily and annual tons). Show how there is sufficient additional permitted capacity at the proposed facility to accommodate the tons that will come from Lake Forest, including the Proposer's estimate of the tons that will be processed in each of the above material categories (Single Material Recyclables and Single Stream).

If the proposed MRF(s) is owned by another company, provide a copy of the contract between the Proposer firm and the MRF owner showing the tons of processing capacity reserved for the City of Lake Forest (for each type of materials, as above), the price to be charged, and the other key terms of the agreement. The agreement should show that the capacity is reserved for Lake Forest for a minimum of three years beginning May 1, 2014.

Proposal Form 5
DESCRIPTION OF MATERIALS RECOVERY PROCESSING FACILITY (IES) – DIRTY MRF
(IF CONTRACTOR IS DIRECTED TO IMPLEMENT SSC MRF ROUTES AND INCLUDE LETTER
DEMONSTRATING CAPACITY AND ABILITY TO RECEIVE MATERIAL)

Provide the name and address of the Materials Recovery Facility (ies) that are proposed to be used to process mixed waste in a manner that achieves Source Separated Comparable diversion rates from the City of Lake Forest. (Refer to the definitions of these capitalized terms in Attachment A of the contract. Refer to the program descriptions in the Scope of Work in Attachment B of the contract).

Provide the name and contact information for the Manager of the MRF(s) that are proposed. Describe the type of processing equipment that is used at the MRF, the type and number of sort lines that are available, and the processing capacity (in tons per hour, tons per working day and tons per year) that has been reserved for the City of Lake Forest.

If the proposed SSC MRF(s) is owned by the Proposer, describe the total permitted tons per day and per year allowed by the facility's permits and the total amount of capacity already committed to other users (provide list of existing users and daily and annual tons). Show how there is sufficient additional permitted capacity at the proposed facility to accommodate the tons that will come from Lake Forest, including the Proposer's estimate of the tons of mixed waste that will be processed.

If the proposed MRF(s) is owned by another company, provide a copy of the contract between the Proposer firm and the MRF owner showing the tons of processing capacity reserved for the City of Lake Forest (for each type of materials, as above), the price to be charged, and the other key terms of the agreement. The agreement should show that the capacity is reserved for Lake Forest for a minimum of three years beginning May 1, 2014.

Proposal Form 6
DESCRIPTION OF COMPOST PROCESSING FACILITY (IES) To BE USED
(INCLUDING LETTER DEMONSTRATING CAPACITY AND ABILITY TO RECEIVE MATERIAL)

Provide the name and address of the Compost Facility that is proposed to be used to process Yardwaste (when regulatory conditions dictate as determined by City) from the City of Lake Forest. (Refer to the definitions of Yardwaste in Attachment A of the contract. Refer to the program descriptions in the Scope of Work in Attachment B of the contract).

Provide the name and contact information for the Manager of the Compost Facility that is proposed. Describe the type of processing equipment that is used at the facility and the processing capacity (in tons per hour, tons per working day and tons per year) that has been reserved for the City of Lake Forest.

If the proposed Compost Facility is owned by the Proposer's firm, describe the total permitted tons per day and per year allowed by the facility's permits and the total amount of capacity already committed to other users (provide list of existing users and daily and annual tons). Show how there is sufficient additional permitted capacity at the proposed facility to accommodate the tons that will come from Lake Forest, including the Proposer's estimate of the tons that will be processed in each of the above material categories.

If the proposed Compost Facility is owned by another company, provide a copy of the contract between the Proposer and the Compost Facility owner showing the tons of processing capacity reserved for the City of Lake Forest - the price to be charged, and the other key terms of the agreement. The agreement should show that the capacity is reserved for Lake Forest for a minimum of three years beginning May 1, 2014.

PROPOSAL FORM 7
DESCRIPTION OF FOOD SCRAP PROCESSING FACILITY (IES) TO BE USED
(INCLUDING LETTER DEMONSTRATING CAPACITY AND ABILITY TO RECEIVE MATERIAL)

Provide the name and address of the Food Scrap Processing Facility that is proposed to be used to process Yardwaste and Food Scraps from the City of Lake Forest. (Refer to the definitions of Food Scraps in Attachment A of the contract. Refer to the program descriptions in the Scope of Work in Attachment B of the contract).

Provide the name and contact information for the Manager of the Food Scrap Processing Facility that is proposed. Describe the type of processing equipment that is used at the facility and the processing capacity (in tons per hour, tons per working day and tons per year) that has been reserved for the City of Lake Forest.

If the proposed Food Scrap Processing Facility is owned by the Proposer's firm, describe the total permitted tons per day and per year allowed by the facility's permits and the total amount of capacity already committed to other users (provide list of existing users and daily and annual tons). Show how there is sufficient additional permitted capacity at the proposed facility to accommodate the tons that will come from Lake Forest, including the Proposer's estimate of the tons that will be processed in each of the above material categories.

If the proposed Food Scrap Processing Facility is owned by another company, provide a copy of the contract between the Proposer and the Food Scrap Processing Facility owner showing the tons of processing capacity reserved for the City of Lake Forest - the price to be charged, and the other key terms of the agreement. The agreement should show that the capacity is reserved for Lake Forest for a minimum of three years beginning May 1, 2014.

Proposal Form 8
DESCRIPTION OF CONSTRUCTION AND DEMOLITION DEBRIS PROCESSING FACILITY (IES) TO BE
USED
(INCLUDING LETTER DEMONSTRATING CAPACITY AND ABILITY TO RECEIVE MATERIAL)

Provide the name and address of the Construction and Demolition Debris Processing Facility that is proposed to be used for C&D materials collected in the City of Lake Forest. (Refer to the definition of Construction and Demolition Debris in Attachment A of the contract. Refer to the program descriptions in the Scope of Work in Attachment B of the contract).

Provide the name and contact information for the Manager of the Construction and Demolition Debris Processing Facility that is proposed. Describe the type of processing equipment that is used at the facility and the processing capacity (in tons per hour, tons per working day and tons per year) that has been reserved for the City of Lake Forest.

If the proposed Construction and Demolition Debris Processing Facility is owned by the Proposer, describe the total permitted tons per day and per year allowed by the facility's permits and the total amount of capacity already committed to other users (provide list of existing users and daily and annual tons). Show how there is sufficient additional permitted capacity at the proposed facility to accommodate the tons that will come from Lake Forest, including the Proposer's estimate of the tons of Construction and Demolition Debris that will be collected annually.

If the proposed Construction and Demolition Debris Processing Facility is owned by another company, provide a copy of the contract between the Proposer and the Construction and Demolition Debris Processing Facility owner showing the tons of processing capacity reserved for the City of Lake Forest for C&D material, the price to be charged, and the other key terms of the agreement. The agreement should show that the capacity is reserved for Lake Forest for a minimum of three years beginning May 1, 2014.

Proposal Form 9
DESCRIPTION OF TRANSFORMATION FACILITY (IES) To Be Used
(OPTIONAL COMPLETE ONLY IF APPLICABLE)

Provide the name and address of the Waste-To-Energy/Transformation Facility(ies) that are proposed to be used to process Materials from the City of Lake Forest. (Refer to the definitions of these capitalized terms in Attachment A of the contract. Refer to the program descriptions in the Scope of Work in Attachment B of the contract).

Provide the name and contact information for the Manager of the Waste-To-Energy Facility(ies) that are proposed. Describe the type of transformation equipment that is used at the Facility, and the processing capacity (in tons per hour, tons per working day and tons per year) that has been reserved for the City of Lake Forest.

If the proposed Waste-To-Energy Facility(ies) is/are owned by the Proposer, describe the total permitted tons per day and per year allowed by the facility's permits and the total amount of capacity already committed to other users (provide list of existing users and daily and annual tons). Show how there is sufficient additional permitted capacity at the proposed facility to accommodate the tons that will come from Lake Forest, including the Proposer's estimate of the tons that will be processed.

If the proposed Waste-To-Energy Facility(ies) is/are owned by another company, provide a copy of the contract between the Proposer's firm and the Facility(ies) owner showing the tons of processing capacity reserved for the City of Lake Forest, the price to be charged, and the other key terms of the agreement. The agreement should show that the capacity is reserved for Lake Forest for a minimum of three years beginning May 1, 2014.

Proposal Form 10
COLLECTION VEHICLES TO BE FURNISHED BY CONTRACTOR

Fill in the manufacturer, number and type of vehicles in all categories below. Include a narrative description of the type(s) of alternative fuel vehicles proposed to be used in the City. Provide the name, address, contact person and contact information for the manufacturer of the vehicles and the alternative fuel components of the vehicles. If any of the vehicles listed in the table below will not be alternative fuel vehicles, state the reason and the type of fuel that will be used.

	<u># of Vehicles</u>	<u>Vehicle Manufacturer</u>	<u>Vehicle Type</u>	<u>Fuel Type</u>
Residential MSW Collection				
Residential Yardwaste Collection				
Residential Recyclables Collection				
Multi-Family MSW Collection				
Multi-Family Single Material Collection				
Multi-Family Single Stream Collection				
Multi-Family SSC MRF Collection				
Multi-Family Food Scrap Collection				
Commercial MSW Collection				
Commercial Single Material Collection				
Commercial Single Stream Collection				
Commercial SSC MRF Collection				
Commercial Food Scraps Collection				
Roll-off MSW Collection				
Roll-off Recycling Collection				
Other Type of Vehicles				

This form will become an attachment to the final contract.

Proposal Form 11
LIST OF CONTRACTOR-FURNISHED PERSONNEL

Office and Management Headcount (Number of FTE)

Operations Manager	
Field Supervisor	
Supervisor	
Recycling Coordinators (2)	
Office Manager	
Other	
Other	
General Manager	

Collection and Transportation Headcount:

Labor Category

Number of FTE

Residential Collection:

MSW

Recycling

Yardwaste

Commercial Collection:

MSW and SSC MRF Drivers

MSW and SSC MRF Helpers

Recycling Drivers (Single Material and Single Stream)

Recycling Helpers (Single Material and Single Stream)

Yardwaste and food scraps

Roll Off Collection:

MSW and SC MRF

Recycling (Single Material and Single Stream)

C&D

Relief Drivers & Spares:

Total

Maintenance

Mechanics

Supervisor

Containers - Delivery

Mechanics Helpers

Other

Total

This form will become an attachment to the final contract.

Proposal Form 12
PROPOSED PROTOCOL FOR CONDUCTING QUARTERLY DIVERSION ALLOCATION AUDITS AT
ALL CITY-DESIGNATED MRF'S, COMPOST FACILITIES, CONSTRUCTION AND DEMOLITION
DEBRIS PROCESSING FACILITIES AND TRANSFORMATION FACILITIES

The contract requires the contractor to perform quarterly audits for the purpose of establishing and updating the diversion allocation tonnages and percentages for materials collected in Lake Forest. Recognizing that materials from several jurisdictions will likely be processed together at the proposed MRF, Compost Facility, Construction and Demolition Debris Processing Facility and Transformation Facility (if applicable) the quarterly audits will be used to continually update the allocations for Lake Forest.

Provide a narrative description and any diagrams, proposing a procedure for the quarterly audits and the procedure for tracking the tons of each type of material from Lake Forest so the City receives proper diversion credit for all tons processed at these facilities. Provide a separate page for each Processing Facility and add additional pages as needed.

This form will become an attachment to the final Franchise Agreement.

Proposal Form 13
CONTRACTOR'S PROPOSED ANNUAL DIVERSION BY PROGRAM/PARIS CODE
(IN THE ORDER PRESENTED IN TABLE 1 IN SECTION 1.6 OF ATTACHMENT B)

PROPOSED DIVERSION PROGRAM (BY CALRECYCLE PARIS CODES)	PROJECTED PERCENT DIVERSION OF PROPOSER-COLLECTED TONS
<i>RESIDENTIAL</i>	
<i>(INSERT PROGRAM NAME AND PARIS CODE)</i>	
<i>COMMERCIAL</i>	
<i>MULTI-FAMILY</i>	
<i>ROLL-OFF</i>	
<i>CONSTRUCTION AND DEMOLITION</i>	
<i>OTHER</i>	

Proposal Form 14
PROPOSER BACKGROUND AND EXPERIENCE

Describe the qualifications and experience of each member of the Project team related to the Project. If the Proposer is comprised of more than one company, describe the qualifications and experience for each company (team member) separately. Include the following information for each Project team member.

1. Brief overview of types of services currently provided by the Proposer.
2. History of the Proposer in providing recycling and solid waste collection services. Include number of years involved in the field.
3. History of the Proposer in the operation and/or use of material recovery facilities, composting facilities, and construction and demolition waste processing facilities. Include number of years involved in the field.
4. Experience of Proposer in design and successful implementation of diversion programs. Include the resulting program diversion rates.
5. Discussion of Proposer's health and safety experience and history of providing recycling and solid waste collection services, including workers' compensation experience modification factor.
6. Other information, as necessary, to substantiate that the Proposer has the capability to perform all of the services described in the Contract included in the RFP.

Proposal Form 15
PROPOSER REFERENCES

Provide three complete references of relevant business and project experience in providing solid waste and recyclables collection for public agencies. Include customer or project names, locations, project or service description, duration, principal contacts, etc.:

1.

2.

3.

Provide a complete list of references for all municipal contracts including school districts, serviced by Proposer in jurisdictions within California with a population of 75,000+. Include the municipality name and principal contact.

1.

2.

3.

4.

5.

etc.

Provide three complete references of relevant business and project experience in providing materials recovery facility, composting facility, and construction and demolition waste processing for public agencies. Include customer names, locations, project or service description, duration, principal contacts, etc.

1.

2.

3.

Proposal Form 16
KEY PERSONNEL

Indicate the names of the key personnel that will be responsible for collection operations and the areas of the MDF listed below. The City shall have the right to indicate those key project personnel that may not be substituted without prior written permission from the City.

General Manager	
Operations Manager	
Field Supervisor	
Recycling Coordinators	
Customer Service Manager	
Maintenance Supervisor	
Billing Specialist	

Proposal Form 17
STRUCTURE OF PROJECT TEAM

Attach to this form an organization chart for the proposed project team. Identify the individual who has overall responsibility for the project and who will serve as the Proposer's representative. Include the names and titles of persons responsible for managing the collection operation and any other major responsibility areas deemed appropriate. If the proposer is a division or part of a larger parent company, list the names, titles and physical office location (city and state) of the persons that the local division management will report to in the parent company.

Proposal Form 18
RESUMES OF KEY PERSONNEL

Describe the qualifications and experience of the key personnel related to collection operation. Resumes will include the following information for each of the key personnel listed on Proposal Form 16:

1. Name
2. Role in proposed Project
3. Educational background and training
4. Number of years of experience in related field(s). Describe type of activities most usually undertaken and names of jurisdictions served.
5. Experience directly related to role in proposed Project.

Proposal Form 19
PENDING LITIGATION

Please list all civil or criminal legal actions now pending against the Proposer. Please provide (1) the name of the action, (2) the court in which it is pending, (3) the docket number, (4) the amount at issue, and (5) a brief statement of the current status of all criminal actions and all civil actions involving amounts greater than 10 percent of your firm's annual revenue.

If the Proposer is a corporation, please include in your answer all actions that are pending that involve as a party a current corporate officer or a person who served as an officer within the last two years, which arise from the officer's activities on behalf of the corporation.

If Proposer is a subsidiary of a "parent" corporation, please include in your answer all actions involving the "parent" corporation.

If Proposer is a "parent" corporation with subsidiary corporations, please include in your answer all actions involving those subsidiary corporations including all affiliated corporations (i.e. those under common ownership and control by the same parent or ultimate parent corporation.)

If Proposer is a partnership, please include in your answer all legal actions involving individual partners, which arise from their activities on behalf of the partnership, not otherwise disclosed in your answer.

If Proposer is a joint venture, please provide the information requested above for each member of the joint venture.

Proposal Form 20
EXCEPTIONS TO CONTRACT

List any of the sections in the contract to which the Proposer takes exception. Include the specific language to which Proposer takes exception. Explain the basis for the exception. Propose specific alternative language that is acceptable to Proposer.

Proposal Form 21
FINANCIAL STATEMENTS

Attach to this form the two most recent audited annual financial statements and reports for the Proposer and all subcontractors. If a Proposer or subcontractor has been in business for less than 2 years, state this fact and provide financial statements from major shareholders, such as bank and brokerage reports, as available. If Proposer is a joint venture, include audited financial statements for all members of that joint venture.

The Proposer authorizes the City to contact the financial institutions listed below and to use information provided by them to evaluate the responsibility of the Proposer.

1. Banking Reference

Name of Bank:
Address:
Person to Contact:
Contact Telephone:

2. Surety Reference

Name of Surety:
Address:
Person to Contact:
Contact Telephone:

3. Insurance References
A) General Liability

Name of Insurance Company:
Address:
Person to Contact:
Contact Telephone:

B) Workers' Compensation

Name of Insurance Company:
Address:
Person to Contact:
Contact Telephone:

Proposal Form 22
CONTRACTOR'S DETAILED DESCRIPTION OF DIVERSION PROGRAMS

The Contractor will provide a detailed description of each diversion program that is identified in Attachment B, Scope of Work, Table 1. These descriptions shall be complete in all respects containing details on collection routing, materials handling, container usage, processing, and assumptions on amounts of material projected to be diverted. Any educational component for each of the programs shall also be described fully. Where applicable please refer to the corresponding CalRecycle PARIS codes.

Proposal Form 23
NUMBERS AND TYPES OF CONTAINERS TO BE FURNISHED BY CONTRACTOR AND CART
SPECIFICATIONS

Proposal Form 24

EXPLANATION OF COST-~~SAVING~~ INNOVATIONS FOR OPERATIONS

(USE OF DIFFERENT COMBINATIONS OF BIN SIZES OR TYPES, NON STANDARD COLLECTION TRUCKS, PROCESSING, COLLECTION PRACTICES THAT DIFFER FROM STANDARDS)

Proposal Form 25
PROPOSED RATES TO BE CHARGED